



26 JAN 1976

Mr. Sam Pines, Chairman
Awards Committee
Washington Chapter
Association of Government
Accountants
P. O. Box 423
Washington, D. C. 20044

Dear Mr. Pines:

I am particularly pleased this year to have the opportunity to nominate two outstanding officers for the 17th Annual Awards Program of the Association of Government Accountants. They are

STATINTL

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[] has a distinguished record of nineteen years' service in the Federal Government in the field of budgeting, accounting and financial management. His accomplishments in prior years have been significant, but his contributions during the past year have been so unusual as to merit public recognition.

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[] career in Federal financial matters spans a period of twenty-one years in both a military and civilian capacity. He has assumed increasingly important responsibilities in recent years for the application of systems analysis within our Office of Finance and his achievements during 1975 have been instrumental to the successful development and modification of our payroll and accounting systems.

I am convinced that both of these officers are richly deserving of the honor which your Awards Program provides and I recommend them highly for their contributions toward Federal financial management objectives.

Sincerely,

W. E. Colby

W. E. Colby
Director

Enclosures

Mr. Sam Pines, Chairman
Awards Committee
Washington Chapter
Association of Government
Accountants
P. O. Box 423
Washington, D. C. 20044

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Originator: /s/ [redacted] 20 JAN 1976
Director of Personnel Date

Concur: [redacted] 20 JAN 1976
Deputy Director for Administration Date

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Susumu Uyeda ... *Office of Management and Budget*

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**ANNOUNCING
THE 17th ANNUAL AWARDS PROGRAM
FOR
OUTSTANDING ACHIEVEMENT
IN THE
IMPROVEMENT OF FINANCIAL MANAGEMENT
IN THE
GOVERNMENT SERVICE**



**SPONSORED BY
ASSOCIATION OF
GOVERNMENT ACCOUNTANTS
—
WASHINGTON CHAPTER**

All nominations must be in the hands of the Committee by January 31, 1976. Mailing address as follows:
S. Pines, Chairman, Awards Committee, P.O. Box 423, Washington, D.C. 20044

1. PURPOSE. The purpose of the Association of Government Accountants Awards Program is to accord special recognition of outstanding achievement in developing and improving financial management in the Government Service.

2. TYPE OF AWARD. The awards will be honorary in recognition of creative efforts and important contributions toward government financial management objectives. Recognition will be given by the awarding of scrolls to outstanding individuals, or groups, who meet the standards stated in these rules and guidelines.

3. SELECTION. From those nominated by the government agencies, selections for the awards will be made by the Awards Committee and approved by the Executive Committee.

4. ELIGIBILITY. A. Any member of the AGA of Washington or any person in the Washington Metropolitan Area who was employed in the Government Service at the time the work being recognized was performed will be eligible for consideration for an Award. B. The individual must have a record of exceptional competence, integrity and devotion to his field of endeavor and his achievement must constitute a notably outstanding contribution to financial administration, accomplished or completed in Calendar Year 1975.

5. AREA OF AWARDS. Nominations for awards are requested (see item 7) in the area of financial management as determined by the Awards Committee. This area may include, but is not limited to such activities as:

- a. Accounting systems
- b. Auditing
- c. Budgeting
- d. Accounting operations
- e. Programming
- f. Financial reporting
- g. Automatic data processing
- h. Financial management training
- i. Performance and productivity accounting

6. GUIDELINES AND EXAMPLES OF ACHIEVEMENT TO BE CONSIDERED. In selecting candidates for nomination, agencies should consider accomplishments made to implement legislation designed to improve financial management planning and control techniques and which, through better use of information, have resulted in more efficient and economical operations. Examples:

- a. Developed a single integrated financial management system, based on a framework of planning and control by activity and area of responsibility, and utilizing costs as a basis of control at operating levels in tandem with fund management and control only at appropriately higher levels.
- b. Conducted a complete functional analysis of agency operations, resulting in an approved activity account structure, by organization unit, for common use in budget formulation, presentation, and execution; and identification of related quantitative data for regular use in projection and performance evaluation.
- c. Developed and documented an accrual accounting system in conjunction with or in contemplation of internal cost-based budgeting, designed to

serve through effective reports the informational needs of an existing or planned integrated financial management system.

d. Developed and initiated a comprehensive system for the overall audit of major agency-wide programs.

e. Initiated or developed an automatic data processing system to meet the agency's financial and statistical reporting needs.

f. Developed a comprehensive financial management training program.

g. Conducted a comprehensive financial management study which resulted in the establishment of more efficient and effective management.

7. NOMINATIONS. Each nomination should be supported by a written justification which should cite specific examples and details. *The supporting data should be limited to facts, insofar as possible, rather than opinions or conclusions and should not exceed two typewritten pages.* The nomination should include the nominee's name, position, title and grade, organizational location, residence or post office address, education, degrees received and any other pertinent information. Agencies should identify awards made under their existing awards program as a basis for selecting nominees.

8. PRESENTATION. The awards will be presented publicly at the regular meeting of the AGA of Washington, May 13, 1976. The award winners will be guests of honor. As much publicity as possible will be given award winners.